



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	III	Case Management	
Chapter:	C	Case Oversight & Management	12-22-2004
Subchapter:	1	Case Management	
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CASELOAD COVERAGE DURING A LEAVE OF ABSENCE OR IMPENDING SEPARATION 12-22-2004

Maintain Coverage and Services - To ensure caseload coverage, continuity of case planning, and to avoid a disruption of services to children and families, the Division immediately fills a caseload carrying position when a Worker:

- Takes a Leave of Absence for 30 or more consecutive work days; or
- Vacates his or her position for any reason.

Application of Policy - This policy only applies to positions with a caseload carrying function.

STAFF TO COVER POSITIONS 12-22-2004

Candidates - The Office of Human Resources (OHR) has a pool of candidates to access to fill caseload carrying positions. The OHR facilitates the process of filling vacated positions.

PROCEDURES FOR FILLING POSITIONS 12-22-2004

RESPONSIBILITY	ACTION REQUIRED
Local Office Manager, or Designee	1. Notify the Regional Personnel Coordinator immediately upon learning of an impending leave of absence of more than 30 consecutive days; or of a staff vacancy that will occur for any reason.
Regional Personnel Coordinator	2. Contact the Office of Human Resources (OHR) Personnel

	Coordinator, CP&P Central Office, immediately upon being advised of a leave of absence or a vacancy.
OHR Personnel Coordinator	3. Provide the Regional Personnel Coordinator with the names of ready candidates who are interested in working in the county where the leave of absence or vacancy will occur.
Regional Personnel Coordinator in conjunction with Local Office Manager, or Designee	4. Select and appoint a candidate to fill the position. Local Office Manager, or Designee.
	5. Arrange for the selected candidate to start work immediately, ideally before the current incumbent begins the leave of absence or vacates the position.
	6. Advise the OHR Personnel Coordinator when the staff person, who is out on a leave of absence, returns to work.
OHR Personnel Coordinator	7. Take the appropriate steps to ensure the new hire continues to work in the Local Office and is moved into the next available position number.